

EFFECTIVE

May 1, 2019.

Subject(s)**Administrative Policy Human Resources (APR) 263-01,
Overtime Hospitals and Youth Facilities****Involuntary Overtime**

When shift coverage cannot be obtained voluntarily from employees, management will then go to the involuntary list that consists of 100 percent of the employees on a shift in a classification series and assign the overtime.

The involuntary overtime list will be arranged in seniority order, and initially the least senior employee will be assigned the overtime and so on through the list on a rotational basis.

An employee that is not available and does not work the overtime, for any reason, at the time they are to be assigned involuntary overtime will be bypassed and placed at the top of the list for the next involuntary overtime assignment.

Equalization of overtime is evaluated based on opportunities offered.

Reason: Policy clarification.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APR 263-01](#)